

**STONINGTON HOUSING AUTHORITY
EDYTHE K. RICHMOND HOMES
COMMUNITY BUILDING
AUGUST 12, 2014
MINUTES**

CALL TO ORDER

Chairman Jim Kelley called the regular meeting of the Stonington Housing Authority to order at 4:00 p.m.

ATTENDANCE:

Those in attendance were Commissioners Jim Kelley, Tom Hyland and Julie Savin. Absent was Commissioner Giulia Jaramillo.

MINUTES:

Commissioner Hyland made a motion to waive the reading of and accept the minutes of the regular commission meeting held on July 8, 2014 as they are posted both in the Community Room and also on the town's website. Commissioner Savin seconded the motion and the motion passed, 3-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Savin presented the Treasurer's Report for July 31, 2014 showing a balance of \$3,259.58 in the Citizen's Checking Account, \$511,971.18 in Savings and Investment Accounts, \$138.41 in Petty Cash with a GRAND TOTAL of all Savings and Checking assets of \$517,172.17.

BILLS AND COMMUNICATIONS: A letter was received from a tenant requesting a description of the responsibilities of the Tenant Commissioner position. The Chair explained this is a function of State Regulation. The Executive Director will request CHFA to provide examples that exist for other authorities which then can be used as a guideline for the residents of EKR.

REPORT OF THE DIRECTOR:

1. The EKR site has been surveyed. I have met with Ed Wenke, the Engineer twice to review the development options based on the survey and elevations. The first concept included a lot of retaining walls which would have added considerable cost to the project. The second concept only allowed for 12 units which would not meet CHFA requirements. I was disappointed that we are only able to get a 4 unit building on the vacant lot adjacent to the Sisk Dr. fire exit due to the extra parking requirement. I've asked Ed to modify the new building off Winthrop St. to include five ranch style units versus the 2 units similar to building 14 that were proposed. Ed marked up the attached plan and I hopefully will have an updated plan by next week and will bring it to the meeting. The time frame is very tight for the December 3rd deadline for the CHAMP fund application. I also received a NOFA (notice of funding availability) for October 3rd from DOH. There is \$10 million of funding available but we are not ready to apply for the funds at this time. I have printed out all the materials to apply for Pre-Development funds to assist with the costs that we will need to incur to prepare for the December CHAMP application. Hopefully we will be able to get on the agenda for the September Wetlands Commission meeting.

2. The cameras have begun to be installed on August 4th and will be completed by August 8th. We have had to modify the location of some of the cameras because of the obstruction of trees.
3. I have emailed Attorney Estep after our July meeting but he was on vacation until the 28th. I followed up with an email and requested he create an agreement for the 6 residents who received Kapa notices and advised they are no longer smoking in their apartments or on campus. The agreement is to allow us to install the alarms that will notify Chuck via cell if smoking has been detected. As soon as I have the agreement in place and signed, we will order the alarms.
4. The July 23rd hearing for the Fellows St. Ext. went very well. We had 8 residents attend in support of the transfer and no one came in opposition. The Selectman voted in favor and the last step is the Public Meeting tentatively scheduled to be held on August 26th at 7 PM at Stonington High School.
5. Scott James, our part-time maintenance person noticed, while cutting lawns, 2 large trees across from buildings 15, 16 & 17 that were hallow in areas and weeping. Scott's concern is if we had a storm the trees could damage these buildings. I sent a certified letter to the owner of 3 Courtland St. to advise her of the condition and suggested she have them removed as soon as possible. I have been in contact with her and she needs some time to come up with the funds to take the trees down but understands she is responsible if something happens. At the same time I asked her if she would be interested in selling the back portion of the property to us. Initially she was not receptive but I asked if we came up with a price, would she consider it. She felt this was not a good time to sell. I am going to investigate to arrive at the reasonable price that may be considered by her.
6. I have the majority of the application for the \$25,000 CHFA Small Improvement Program completed. We are now trying to get some prices for the dumpster enclosures. The initial price I got through an internet inquiry was exorbitant. Chuck is contacting local companies. I found a kitchen faucet that the residents like and the storm doors so we can complete the application as soon as we have the dumpster enclosure information.
7. On July 22nd I participated in the close out of the completed CDBG Small Cities Grant at Town Hall with Larry Wagner and 6 representatives from State Department of Housing. It appeared we had all the documentation they needed to finalize the grant. The close out is important, for the consideration of our new grant request that we are patiently waiting for a decision on. The staff from DOH said it could be as late as early September before we know the results of the new grant. We had approximately \$80,000 of unspent funds that were returned to the State. Unfortunately due to the changeover in administration there was not sufficient time to bid and complete an additional project. My recommendation would have been to pave Winthrop Street since all the other parking areas were done with the grant.

8. The raised gardens are producing a lot of squash and grape tomatoes. There are a lot of larger tomatoes but they are all green and everyone is waiting for them to be ripened. Chuck and I picked several squash this week and grape tomatoes and put them on the table in the community room for residents to select from. Residents are continuing to water daily.
9. We had one vacancy this month. Chuck completed the painting and clean up and it is ready for occupancy. We contacted a person from the waiting list that was next. She needed a handicap unit and close to parking so she is delighted. She will be in this week to sign the lease and pay for the remainder of the month.
10. We are going to keep the Comcast cost to residents at a new constant of \$38.00 per month. The bookkeeping for Cindy is a nightmare every time we have a change in the cost. This will allow us to cover the cost and build an excess so when we have a vacancy we will have funds to cover our costs. If we ever have a large amount in the account we can use it for a resident party for the participating residents. I finally got a contact at Comcast that responds immediately. Halleluia! He was able to get all our credits taken care of for the free month and the tax exempt. One resident who has a \$140+ credit still hadn't gotten their rebate but I have made contact for her and she has been promised the credit within 30 days. Hopefully that is the last resident that Comcast owes money to.
11. I reviewed the State regulations on the election of a Resident Commissioner. I posted a notice and we have received the required petitions needed to begin the election process. We are mandated to allow 30 days for the petition so we will begin the nomination and election process on August 17th.
12. We installed a sign along the sidewalk between buildings 3 and 4 to indicate that buildings 14, 11 & 12 are in that direction. We have had several residents request a sign so that visitors can locate their buildings. It is very difficult to get signage or directions anywhere on the site to drive to the upper parking lot.
13. I contacted MacGray, the providers of the resident washer and dryers, to ask if we can get new equipment. The noise when someone is doing laundry is very loud and makes it difficult for the office to hold a conversation etc. The representative from MacGray agreed and I have the new contract for Chair Kelley's signature. We will be getting 2 new front loading and 1 top loading washing machines and 3 new dryers that are energy and water saver efficient. This should also lower the operating cost to the Housing Authority. I also declined on an increase in the price for the residents so it will remain at \$1.00 per washer load.
14. I asked Printing Plus to design a logo for the Authority. I am attaching a couple of the designs that were provided. I suggested the Lighthouse since it represents the Town and it is a house. Initially they had a small house but it didn't look like our housing. We really need a logo so we can have business cards, letterhead, envelopes and mailing labels printed.

15. A MOTION was made by Commissioner Hyland and seconded by Commissioner Savin to adopt the logo identified and to authorize expenditure for business cards and stationery. PASSED 3-0-0.
16. On August 6th 9 residents went to Buttonwoods Farm to enjoy their delicious ice cream. We car pooled 3 cars (Ruth Nolder's, Cindy's and mine) and everyone was delighted not only with the ice cream but the lovely weather and the nice country drive to and from.
17. Cindy has prepared the attached 2 week calendar for the upcoming 2 weeks. She distributes it to the building captains and they distribute to the residents.
18. We had two foxes walking around the site this month. So far the residents have stayed at bay and no one has been harmed.
19. The reservations have been made for Chair Kelley, Vice Chair Hyland and myself to attend the ConnNAHRO Conference August 24th through 27th at Mohegan Sun Convention Center.
20. During the past month Chuck completed 63 total work orders: 7 for carpentry, 32 for grounds, 6 for plumbing and 5 for electrical, 7 for cleaning and 6 for painting.

Commissioner Savin suggested I investigate the Stonington Housing Authority joining the Southeastern CT Chamber of Commerce. The cost is \$185 annually. A MOTION was made by Commissioner Savin and seconded by Commissioner Hyland to join the Southeastern CT Chamber of Commerce. PASSED 3-0-0.

UNFINISHED BUSINESS

1. Status of grant request – Outcome will be available in September.
2. Development of Housing Authority property – discussed in Report of the Director. (see above).
3. Title of SHA property – Town meeting will be held on August 26, 2014 at 7:00 p.m. at the Stonington High School. Vote will be taken then.
4. Strategic Planning Options – Rescheduled Meeting will be held in October.

ADJOURNMENT

A motion was made by Commissioner Hyland and seconded by Commissioner Savin to adjourn the meeting at 4:30 p.m. PASSED 3-0-0.

Respectfully submitted,



Thomas J. Hyland, Secretary